



COMMUNITY ORIENTED POLICING SERVICES
U.S. DEPARTMENT OF JUSTICE

COPS Instruction Booklet

www.cops.usdoj.gov

COPS in Schools 2003

An application for law enforcement agencies seeking to hire new, additional career school resource officers to engage in community policing in and around primary and secondary schools.

Application Instructions

U.S. Department of Justice
Office of Community Oriented Policing Services
Carl R. Peed, Director
OMB Approval Number: 1103-0027



COPS in Schools 2003

Application Instructions

The following application is designed to assist law enforcement agencies seeking to hire new, additional career law enforcement officers as school resource officers to engage in community policing in and around primary and secondary schools.

For more information about COPS grants, call the U.S. Department of Justice Response Center at 800.421.6770.



U.S. Department of Justice
Office of Community Oriented Policing Services
1100 Vermont Avenue, N.W.
Washington, D.C. 20530

COPS Online: <http://www.cops.usdoj.gov>

Revised: April 2003 Previous versions of the COPS in Schools application and accompanying documents are no longer valid and will not be considered under the 2003 solicitation.

Contents

Overview	1
The COPS Office	1
Community Policing	3
Eligibility Requirements	4
How to Apply and Deadline Information	4
1. General	4
2. Special Departments	5
3. Sheriff's Departments	5
4. Start-up Departments	5
5. Required Application Documents (all applicants)	5
Permissible Use of Funds	7
Monitoring and Reporting Requirements	9
Evaluation Requirements	10
Paperwork Reduction Act Notice	10
Technical Assistance	11
Administrative Requirements for Applicants	13
Single Point of Contact Review	13
Audit Requirement	13
Certifications	13
Civil Rights	14
Suspension or Termination of Funding	14
Compliance Requirements	15
Length of Award, Grant Amounts and Local Match	15
Grant Funds Must Supplement and Not Supplant	15
Retention Requirements	17
Appendix 1: Glossary of Common Grant Terms	19
Appendix 2: COPS in Schools Fact Sheet	21
Appendix 3: COPS in Schools Frequently Asked Questions	23
Appendix 4: Retention Requirements for COPS-Funded Positions	25
Appendix 5: Sample COPS in Schools Budget Worksheets	27
Appendix 6: Intergovernmental Review Process, Points of Contact by State ..	35

Overview

The COPS Office

Established on October 1, 1994, under the Public Safety Partnership and Community Policing Act, the Office of Community Oriented Policing Services (COPS) has three primary goals:

- To promote the implementation of department-wide community policing in law enforcement agencies across the country;
- To help develop an infrastructure that will institutionalize and sustain community policing after federal funding has ended; and
- To demonstrate and evaluate the ability of agencies practicing community policing to significantly improve the quality of life by reducing the levels of violence, crime and disorder in their communities.

Through the COPS in Schools (CIS) grant program, COPS is continuing the effort to fund new, additional career law enforcement officers to engage in community policing within the school community. CIS provides direct grants to agencies and jurisdictions to hire or rehire new, additional school resource officers (SROs) to be deployed to work in and around primary and secondary schools as part of an overall plan to address crime and related problems through community policing. Alternatively, CIS funds may be used to hire new, additional officers so that an equal number of locally-funded veteran officers may be deployed as the school resource officers required by the grant. The funding under this project is for the payment of entry-level salaries and approved fringe benefits for three years. The COPS Office requires that the officer(s) deployed into the SRO positions spend a minimum of 75 percent of their time in and around primary and secondary schools working on youth-related activities. This 75 percent time requirement must be above and beyond the amount of time that the agency would have devoted in the absence of CIS funding.

COPS in Schools funds may only be used for newly hired, additional sworn police officer(s) hired by your agency on or after the official grant award start date. Locally-funded veteran officers may be deployed to work in and around the schools as a direct result of this grant, as long as a newly hired, additional sworn officer is hired with the COPS in Schools grant funds to backfill each vacated position. Under this scenario, the salary for the newly hired, additional officer hired to backfill the vacant position must be paid with the COPS in Schools funds. If a veteran officer

is deployed into the school, then COPS funds may not be used until the newly hired, additional sworn officer is hired to backfill the vacated position. It is at the discretion of the law enforcement agency as to whether you choose to place the newly hired officer or deploy a veteran officer into the school resource officer position.

All agencies receiving an award through the COPS in Schools program are required to send the officer(s) deployed into the school resource officer position(s) and the individual designated as the school representative under the grant program to one COPS in Schools Training. The COPS Office will reimburse grantees for training, per diem, travel, and lodging for attendance of required participants up to a maximum of \$1,200 per person attending. Should your agency receive a COPS in Schools grant, your agency will receive additional training information following official notification of the grant award. The training component must be completed prior to the end of the 36-months of grant funding.

The COPS in Schools program allows interested jurisdictions to supplement their current sworn police forces or establish a new police agency (if allowable by state and/or local ordinance). Please note that COPS in Schools funding must be used to hire new, additional school resource officers, over and above the number of sworn officers that your agency would fund with state, local, or Bureau of Indian Affairs funds, in the absence of the grant (including other school resource officers or other sworn officers assigned to the schools). Your agency may not reduce its state or locally-funded level of sworn officers (including other school resource officers or other sworn officers assigned to the schools) as a result of applying for or receiving COPS in Schools grant funding.

COPS in Schools funding may also be used to rehire sworn officers previously employed by your agency who have been laid off for financial reasons unrelated to the availability of the COPS in Schools grant. If you wish to use COPS in Schools funding to rehire any officer(s) who are laid off after the official award start date of the COPS in Schools grant, your agency must obtain prior written approval from the COPS Office.

Historically, it has been the experience of the COPS Office that supervisory positions, due to the scope of their duties and realm of responsibilities, generally do not perform the types of SRO activities to the extent required by the COPS in Schools program (at least 75 percent of the officer's time). As a general rule, supervisory school resource officer positions are not permitted through the COPS in Schools program, but may be considered on a case-by-case basis if an applicant can demonstrate that the supervisory SRO will work on youth-related activities in and around the primary and secondary schools for at least 75 percent of his or her time.

Community Policing

The COPS Office envisions community policing in the following way:

Community policing is a policing philosophy that promotes and supports organizational strategies to address the causes and reduce the fear of crime and social disorder through problem-solving tactics and police-community partnerships.

Community policing is an integral part of combating crime and improving the quality of life in the nation's cities, towns, and rural areas. As community policing relates to the COPS in Schools program, it stresses the importance of police cooperation with the school community to fight crime and maintain order. Departments that practice community policing work with school and community members to identify persistent local problems, learn more about why these problems occur, and address the underlying conditions that lead to these problems, so that potential future crimes can be prevented.

Community policing calls for greater citizen responsibility, and it creates opportunity for the school community to contribute to public safety in and around schools. At the same time, community policing enhances police professionalism by giving officers the skills, technology, and motivation to innovatively solve school-related community problems. To truly support community policing, law enforcement agencies often need to restructure and refine their management techniques to make full use of department and community resources.

This approach depends on an effective flow of information from sources inside and outside of the agency. A Memorandum of Understanding between the law enforcement agency and school partner(s) leads to the enhancement of collaborative problem solving, and bolsters information sharing. To be successful at community policing, the law enforcement agency should use community feedback to become more effective and equitable in delivering services. This informed flexibility should allow law enforcement agencies to become more responsive to members of the community, as well as to their officers.

Community policing may improve an agency's ability to prevent crime and reduce the fear of crime. The ultimate goal is to improve public safety through better police work, while increasing the public's interaction and satisfaction with police services.

Eligibility Requirements

All state, local, tribal, and public law enforcement agencies, as well as jurisdictions serving special populations (e.g., university, public housing, and schools) that have primary law enforcement jurisdiction over a primary or secondary school are eligible to apply for a COPS in Schools grant. (Please note: colleges and universities must have primary law enforcement jurisdiction over a primary or secondary school in order to be eligible under the CIS program.) In addition, jurisdictions wishing to establish or reinstate law enforcement services are eligible to apply under this program; however, jurisdictions that apply must demonstrate that they have primary law enforcement authority over the school(s) identified in the Memorandum of Understanding and must also demonstrate their authority to establish or reinstate a law enforcement agency.

For additional information, please contact your COPS Grant Program Specialist by calling the U.S. Department of Justice Response Center at 800.421.6770.

How to Apply and Deadline Information

COPS in Schools program applicants must follow the instructions in this Application Instructions booklet. **All of the documents within the Application Forms must be properly completed and returned as part of your application. Failure to submit all required information may delay processing and/or result in the denial of your application. Note: Please be sure to submit only one COPS in Schools grant application per law enforcement agency under the COPS in Schools 2003 open solicitation period, regardless of the number of schools or school districts involved in the partnership.**

There will be one application deadline of June 13, 2003 for the COPS in Schools 2003 program. Applications must be postmarked on or before June 13, 2003 to receive consideration for Fiscal Year 2003 funding, subject to funding availability. Applications postmarked after June 13, 2003 will not be considered for funding. In the event that funding requests exceed grant funds available under the CIS program, your request may be considered in subsequent fiscal years, subject to availability of funding.

Required Format for Submission of CIS 2003 Application Package:

- All necessary forms must be typewritten.
- All of the required materials should be bound together with a binder clip or stapled. Please *do not* bind your application in spiral binders, report covers, or in any similar way.

- Narrative portions of the application should be double-spaced, typewritten, and printed on one side of 8 1/2" by 11" paper and limited to no more than 10 narrative pages. **Information submitted beyond the 10-page limit may not be reviewed or evaluated.** Charts/graphs will not count against the 10-page limit.
- Applicants are discouraged from including additional materials beyond what is required. Please do not include any confidential data or reports with your application.

Please note the three additional questionnaires included in the CIS 2003 Application Forms "Special Department," "Sheriff's Department" and "Start-up Department." If applicable, the appropriate forms must be submitted at the time of this application along with the accompanying documentation as outlined on each form. An explanation as to who must submit these additional questionnaires is listed below:

Special Department Questionnaire: This additional document must be submitted by departments that serve specialized jurisdictions such as universities or schools. Jurisdictions that fall into the category of "Special Department" must demonstrate that they have primary law enforcement authority over the school(s) in which they plan to place the SRO(s).

Sheriff's Department Questionnaire: This additional document must be submitted by all sheriff's departments, and requests additional information that outlines their law enforcement authority. Jurisdictions that fall into the category of "Sheriff's Department" must demonstrate that they have primary law enforcement authority over the school(s) in which they plan to place the SRO(s).

Start-up Department Questionnaire: This additional document must be submitted by agencies that wish to establish a law enforcement agency under the COPS in Schools grant program. Jurisdictions that fall into the category of "Start-up Department" must demonstrate that they have the authority to establish a law enforcement agency and have primary law enforcement authority over the school(s) in which they plan to place the SRO(s).

Required Application Documents (All Applicants)

Unless otherwise noted, failure to submit all required documentation at the time of application may delay processing and/or result in the denial of your application.

- COPS in Schools Application Pages
- COPS in Schools Additional Training Requirement
- Certifications form
Must be signed by the highest-ranking law enforcement and government executives in your jurisdiction.

- Assurances form
Must be signed by the highest-ranking law enforcement and government executive in your jurisdiction.
- Disclosure of Lobbying Activities (if applicable)
If your department does not participate in lobbying activities, it is not necessary to return the Disclosure of Lobbying Activities form.
- COPS in Schools Budget Information Worksheets
- COPS in Schools Narrative Addendum
This narrative, not to exceed 10 pages in length, must be a separate document and submitted at the time of application.
- Memorandum of Understanding (MOU)
This MOU must be signed by the appropriate law enforcement and school executives (listed on page 4, 5, and 41 of the Application Forms). The enclosed MOU document is the minimum amount of information that is required to fulfill this application requirement. However, the COPS Office strongly encourages your department to work collaboratively with your partnering school or school districts to develop additional information that may assist with the successful implementation of your overall school safety plan.
- Retention Plan Certification
At the time of application, all grant applicants are required to submit the Retention Plan Certification. This certification outlines your agency's commitment to plan to retain all newly hired, additional positions funded by the COPS in Schools grant program with local (non-COPS) funds for a minimum of one full local budget cycle following the conclusion of the 36-month grant term. The COPS Office will monitor the grantee's implementation of its Retention Plan for one full local budget cycle after the conclusion of federal funding. If you have any questions or concerns about the COPS retention requirements, please contact your COPS Grant Program Specialist at 800.421.6770.
- Special, Sheriff's, or Start-up Questionnaires (if applicable)
- Additional Partner Information page (if applicable)
This form is only required if your agency plans to partner with multiple schools or school districts through this grant. If all partner schools involved in the project are located within the same school district, individual partner information pages should not be submitted for each school. Instead, the Partner Information section on page 41 of the application should be completed to reflect the information of the individual designated to oversee the school district (e.g., Superintendent of Schools).

Permissible Uses of Funds

COPS in Schools funding must be used to hire new, additional school resource officers over and above the number of sworn officers that your agency would fund with state, local, or Bureau of Indian Affairs funds in the absence of the grant (including other school resource officers or other sworn officers assigned to the schools). COPS in Schools funds may only be used to hire new, additional sworn police officers on or after the official grant award start date. (COPS in Schools funds may be used to pay officer salaries and benefits during a state certified academy training period if it is the grantee's standard practice to pay salaries and benefits to all recruits during the academy training.) Locally-funded veteran officers may be deployed to work in and around primary and secondary schools as a direct result of this grant, as long as a new additional sworn police officer is hired with COPS in Schools grant funds to backfill each vacant position. Under this scenario, the salary for the newly hired officer that backfilled the vacant position must be paid with the COPS in Schools funds. As a result, if a locally-funded veteran officer is deployed into the school, COPS funds cannot be drawn down until the new sworn police officer is hired to backfill the vacated position. It is at the discretion of the law enforcement agency as to whether they choose to place the newly hired sworn officer or deploy a veteran officer into the school resource officer position. Under the COPS in Schools program, agencies deploying a locally-funded veteran officer to work in and around primary and secondary schools may deploy this officer prior to hiring the new, additional officer with the COPS in Schools grant funds. This deployment may begin once the department receives official notification of the award or after the award start date, whichever comes first. If a locally-funded veteran officer is deployed into the school, then COPS funds cannot be used until the newly hired sworn police officer is backfilled into the vacated position.

Your agency may not reduce its state or locally-funded (or Bureau of Indian Affairs funded) level of sworn officers (including other school resource officers or other sworn officers assigned to the schools) as a result of applying for or receiving COPS in Schools grant funding. For example, agencies currently employing one locally-funded SRO (or any other officer assigned to the school) that are awarded an additional SRO under the COPS in Schools program should thereafter employ two SROs (one locally-funded and one COPS-funded). In addition, as referenced above, the COPS Office requires that the officers deployed into the SRO positions spend a minimum of 75 percent of their time in and around primary and secondary schools working on youth-related activities. This 75 percent time requirement must be above and beyond the amount of time that the agency would have devoted in the absence of CIS funding and must be completed by the end of the grant period. Further clarification of this 75 percent requirement is outlined in the following two examples below. For additional information, please contact your COPS Grant Program Specialist through the Department of Justice Response Center at 800.421.6770.

Example 1

Pre-grant Commitment:

5 hours per week, 12 months a year

CIS Grant Award:

One (1) additional full-time position; department will meet the 75 percent SRO deployment requirement by deploying an additional officer into the schools for 30 hours per week, 12 months per year.

Net Result:

35 hours per week in the schools (five locally-funded hours per week + 30 CIS-funded hours per week)

* One (1) officer works the 30 hours per week required by the CIS grant, and one or more locally-funded officers who continue to work the five hours per week that that Department committed to the schools prior to the grant award.

OR

One (1) officer who works 35 hours per week, year round in the schools. (Five hours that were committed to the schools prior to funding and the additional 30 hours per week necessary to meet the requirements of the grant).

Example 2

Pre-grant Commitment:

20 hours per week, 12 months per year

CIS Grant Award:

One (1) additional full-time officer; department will meet the 75 percent SRO deployment requirement by deploying an additional officer into the schools for 30 hours per week, 12 months per year.

Net Result:

Fifty (50) hours per week in the schools (20 locally-funded hours + 30 CIS-funded hours per week)

*One (1) officer who works the 30 hours per week required by the CIS grant, and one (1) or more locally funded officers who continue to work the 20 hours per week that the department committed to the schools prior to the grant award. (Since the 50 hours exceeds a regular 40 hours work week, these hours must be worked by multiple officers).

COPS in Schools funding may also be used to rehire sworn officers previously employed by your agency who have been laid off for financial reasons unrelated to the availability of the COPS in Schools grant. If you wish to use COPS in Schools funding to rehire any officers who are laid off after the official award start date of the COPS in Schools grant, your agency must obtain prior written approval from the COPS Office.

Grant awards are based on the entry-level salary and benefits of an officer or deputy in your department. Funds may only be spent on or after the date of the award or the date of an officer's hire, whichever comes later. Officers hired for the grant must be career law enforcement

officers that are newly hired on or after the official grant award start date. Grant funds may not be used retroactively for salaries paid prior to the grant award.

COPS in Schools grant program funds may not be used for any purpose other than entry-level officer approved salaries and approved fringe benefits. Funds under this program may not be used for other purposes, such as to purchase equipment, support systems, or to pay overtime costs.

The hiring or rehiring of new personnel must follow your existing local recruitment and selection procedures. All agencies receiving awards through the COPS in Schools program are required to send the officer(s) deployed into the school resource officer position(s) as a result of this grant and the individual designated as the school representative under the grant program to one COPS in Schools Training. The COPS Office will reimburse grantees for training, per diem, travel, and lodging costs for attendance of required participants up to a maximum of \$1,200 per person attending. Should your agency receive a COPS in Schools grant, your agency will receive additional training information following notification of the grant award.

The officers hired under this program may be assigned to field training and probationary assignments, if this is the customary practice of your agency, provided that the same number of locally-funded veteran officers are transferred to school resource officer positions at the same time. (The requirement to deploy the officer as an SRO for at least 75 percent of his or her time takes effect when the newly hired, additional officer(s) has successfully completed a state certified academy training.) For example, new officers hired under this program may be assigned to standard patrol or traffic enforcement, as long as an equal number of experienced officers are deployed as school resource officers into the schools.

Supplanting (or replacing) local or state funds (or, for tribal grantees, Bureau of Indian Affairs funds) that are already budgeted for hiring sworn officers is strictly prohibited. As noted above, your agency must use COPS grant funds to hire new, additional law enforcement officers beyond the number of officers that would be hired in the absence of the grant. See the "Compliance Requirements" on page 15 in this booklet for more information.

Monitoring and Reporting Requirements

Federal regulations require that any financial assistance from the federal government be monitored to ensure that those funds are spent properly. In addition, the COPS Office is interested in tracking the progress of its programs and the development of its grantees' community policing plans. Therefore, all CIS grantees will be required to participate in grant monitoring activities of either the U.S. Department of Justice, including

but not limited to the COPS Office, the Office of the Inspector General, or an entity designated by COPS.

The COPS Office Monitoring staff will take a number of monitoring approaches, such as site visits, office-based grant reviews, and periodic surveys to gather information. COPS will seek information including your agency's plan to retain COPS-funded officer position(s) following your grant's expiration, compliance with nonsupplanting and financial requirements of the grant, and progress toward achieving your community policing plan. Program and Monitoring Specialists as well as auditors are particularly interested in confirming that the deployment of additional officers is consistent with the applicant's proposal. As a result, **significant changes to your agency's community policing plan and activities as outlined in your application must be submitted to the COPS Office in writing for review and approval. Your agency must receive prior written approval from the COPS Office before making such changes in your grant implementation plan.** Awarded agencies will be responsible for submitting Progress Reports and quarterly Financial Status Reports.

Evaluation Requirements

A national evaluation, as well as local-level evaluations, may be conducted on the COPS in Schools grant program. The purpose of these evaluations will be to assess the process of implementing this program, as well as to examine the possible impacts of additional officers hired. Evaluators may visit grantee sites to collect data for these evaluations. All selected applicants must cooperate in such evaluations and provide any requested information. In addition, grantees are encouraged to collect information regarding the achievements and successes of SROs in their area, as well as responses from members of the public.

Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated to be up to eight hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the application. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, N.W., Washington, D.C. 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20530.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0027.

Technical Assistance

Assistance with completing this application may be obtained from the U.S. Department of Justice Response Center at 800.421.6770 and is of no cost to the applicant.

Assistance regarding community policing plans and practices may also be obtained from COPS Online at www.cops.usdoj.gov. Written inquiries may be sent to: COPS Office, Attn: Training and Technical Assistance Division, U.S. Department of Justice, 1100 Vermont Avenue, N.W., Washington, D.C. 20530. This technical assistance may be particularly useful to new departments or those that are in the early stages of implementing community policing and need help in formulating their long-term plans.

Guidance regarding financial and administrative aspects of the grant may also be obtained by consulting the *COPS Grant Monitoring Standards & Guidelines for Hiring and Redeployment*, which is available at no cost from the U.S. Department of Justice Response Center by calling 800.421.6770 or by visiting COPS Online at www.cops.usdoj.gov.

Administrative Requirements for Applicants

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government, or other organizations providing services within a state, to submit a copy of the application to the state Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. [Tribal governments are exempt from this review.] The state Single Points of Contact are listed beginning on page 35 of this booklet. Applicants must contact their state SPOC to determine if the program has been selected for state review and, if so, comply with the state requirements prior to, or at the same time, as an application is submitted to the COPS Office. If the SPOC requires a copy of the COPS in Schools grant program application, the applicant should still send the original application and two copies to the COPS Office.

Audit Requirement

OMB Circular A-133 establishes the requirements for organizational audits that apply to COPS grantees. Grantees must arrange for the required organization-wide (not grant-by-grant) audit in accordance with the requirements of this circular.

Certifications

- Lobbying
- Debarment, Suspension, and Other Responsibility Matters
- Drug-Free Workplace Requirements
- Coordination Requirements

Applicants should refer to the Assurances, Certifications, and Disclosure of Lobbying Activities forms in the Application Forms to determine which certifications they are required to sign. Applicants should also review the regulations referred to in the Certification form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)," and with the coordination requirement of the Public Safety Partnership and Community Policing Act of 1994. The certifications will be treated as a material representation of fact upon which reliance will be placed by the Department of Justice in awarding grants.

Civil Rights

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. All applicants should consult the Assurances form to understand the applicable legal and administrative requirements.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

Suspension or Termination of Funding

The COPS Office may suspend, in whole or in part, or terminate funding, or impose other sanctions on a grantee for the following reasons:

- Failure to substantially comply with the requirements or objectives of the Public Safety Partnership and Community Policing Act of 1994, program guidelines, or other provisions of federal law;
- Failure to make satisfactory progress toward the goals or strategies set forth in this application;
- Failure to adhere to grant agreement requirements or special conditions;
- Proposing substantial plan changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding;
- Failure to submit required or requested reports;
- Filing a false statement or certification in this application or other report or document; or
- Other good cause shown.

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem informally. Appeal procedures will follow those in the U.S. Department of Justice regulations in 28 CFR Part 18.

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law.

Compliance Requirements

Length of Award, Grant Amounts, and Local Match

The CIS grant will pay up to a maximum of \$125,000 per officer over a three-year (36-months) grant period. If total project costs are less than or equal to \$125,000, then there is no local match required under the COPS in Schools grant program. If your total project cost per officer is greater than \$125,000 over the three-year grant period, then your local match is the difference between your total project cost and \$125,000. Under the COPS in Schools grant program, if a local share is required, it must increase each year over the course of the three-year grant period. By the end of the grant, your department will be responsible for funding the officers position(s) hired under the grant for a minimum of one local budget cycle. Grant funds are paid out over the entire grant period and not as a lump sum payment.

Requests to waive the local match, or to increase the maximum funds per officer hired, are not permitted under this program. The local match, if required, may not be paid from reallocated funds that were previously budgeted for specific law enforcement purposes. Your agency must maintain records which clearly demonstrate the source of local matching funds, the amount of the match, and when the match is contributed. Funds previously budgeted for a law enforcement purpose may not be reallocated to provide local matching funds for the hiring of COPS in Schools grant program officers.

States and local units of government may use as matching funds assets received through the Asset Forfeiture Equitable Sharing Program, the Housing and Community Development Act of 1974 (in compliance with the guidelines of those programs), and other funds contributed from state, local or private sources, or otherwise authorized by law. Federal funds appropriated to tribal agencies or to the Bureau of Indian Affairs performing law enforcement functions on Indian lands may be used as matching funds. Federal grant monies received from other federal agencies may only be used as local matching funds if specifically authorized by the other federal grant program.

Grant Funds Must Supplement and Not Supplant

Grant funds may not be used to replace state or local funds (or, for tribal grantees, Bureau of Indian Affairs funds) that would, in the absence of federal aid, be made available for law enforcement. Instead, COPS in Schools grant funds must be used to increase the total amount of funds that would otherwise be made available for hiring sworn officers, including school resource officers or other sworn officers assigned to schools.

A grant recipient may not use federal grant funds to pay salaries of officers that the recipient is already obligated to pay. Funds allocated to pay law enforcement officers irrespective of the grant may not be reallocated to other purposes or refunded should a COPS in Schools program grant be awarded. Non-federal funds for police hiring must remain available for and devoted to that purpose, with COPS in Schools funds supplementing those non-federal funds.

Officers hired with COPS in Schools funds must be hired on or after the grant award start date (unless an exception is authorized in writing by the COPS Office). This means that CIS funds cannot be applied to an officer employed by your agency prior to the award start date. In addition, without including officers hired under a COPS grant, all grantees will be expected to take active and timely steps pursuant to their standard hiring procedures to fill all locally-funded vacancies resulting from attrition during the life of the grant. Failure to do so may be considered evidence of supplanting.

Grantees awarded funds as start-up agencies, but that have previously contracted for law enforcement services from another agency, must continue to dedicate the same level of local funding previously dedicated to the contract to annually recurring law enforcement costs for the new start-up agency. Annually recurring law enforcement costs might include, for example, hiring locally-funded sworn officers or civilian employees, paying rent for facilities, or annual training costs. Start-up grantees may not spend the previously budgeted level of law enforcement funds on one-time costs, such as purchasing equipment or vehicles, nor may they reallocate those funds to pay the COPS local match. Instead, they must dedicate this level of local funding to recurring law enforcement costs throughout the life of the COPS in Schools grant program to comply with the nonsupplanting requirement.

The possibility of supplanting will be the subject of careful application review, possible pre-award review, and post-award monitoring and audit. Any supplanting of non-federal funds by COPS grant funds may be grounds for potential suspension or termination of grant funding, recovery of misused funds, and applicable legal sanctions.

As part of this application, an agency signs an assurance that no supplanting of non-federal funds will take place should a grant award be made. This assurance shall be treated as a material representation of fact upon which reliance will be placed in the U.S. Department of Justice's determination whether to award this grant.

The Assurances and Certifications forms can be found within the Application Forms, and must be signed and returned as part of a complete COPS in Schools grant program application.

If you have questions concerning the nonsupplanting requirement while completing this application, please contact the COPS Office at 800.421.6770 for further information.

Retention Requirements

The retention requirement is a condition of the COPS in Schools grant. When your agency accepts officer positions under this COPS program, it must plan for the retention of, and commit to retain, all awarded officer position(s) with local (non-COPS) funds for a minimum of one full local budget cycle following the expiration of the 36-month COPS grant funding period. The position(s) can be retained using state, local, tribal, or other non-COPS funding. Your agency is not permitted to use attrition to meet the retention requirement. The COPS Office will monitor the grantee's implementation of its retention plan for one full local budget cycle.

Appendix 1: Glossary of Common Grant Terms

The following information is provided to assist you with the completion of your CIS grant program Application Forms. The list includes some of the most common terms that are used in the CIS Application Forms. For additional assistance or clarification regarding any part of the application, please contact your Grant Program Specialist at 800.421.6770.

Career Law Enforcement Officer: The COPS statute defines a "career law enforcement officer" as a person hired on a permanent basis who is authorized by law, or by a state or local public agency, to engage in or oversee the prevention, detection or investigation of violations of criminal laws.

Contracting for Law Enforcement Services: Under the COPS in Schools grant program, governmental jurisdictions that do not have an existing law enforcement agency may apply for school resource officers by contracting for law enforcement services with another law enforcement agency. For example, a town that does not have a law enforcement agency of its own may contract for law enforcement services with the law enforcement agency that has the primary law enforcement authority in that jurisdiction. Under the COPS in Schools grant program, this means that a jurisdiction that contracts with another law enforcement agency may apply for school resource officers to serve in the local primary and secondary schools through the contract. The law enforcement executive and agency information submitted should correspond with the law enforcement agency providing the services (in this example, the law enforcement agency might be the sheriff's department that has primary law enforcement authority within the jurisdiction's school(s)). However, the government executive of the jurisdiction that is applying as the legal government's applicant should submit his or her legal name and government executive information on the application. Please note that if your jurisdiction is contracting for its officers with another law enforcement agency, your jurisdiction is responsible for ensuring that this arrangement is in compliance with the conditions of the grant. Furthermore, it is important to note that schools or school districts may not apply for COPS in Schools funds to contract directly for law enforcement services or serve as a legal entity. However, those schools or school districts that have the authority to start up a new police department of their own may apply by submitting the additional Start-up questionnaire contained in the Application Forms.

EIN Number: This is the nine-digit federal identification number assigned to your agency by the IRS. In some cases, the EIN has been previously assigned to another agency. In this instance, a new vendor number will be assigned to your agency. The newly assigned vendor number is to be used for COPS administrative purposes only and should not be used for IRS reporting. If the Office of Justice Programs has previously assigned your agency an EIN number, please use that assigned number.

ORI Number: (Originating Agency Identifier) This number is assigned by the FBI, and is used as your agency's unique identifier. The first two letters are your state's abbreviation, the next three numbers are your county's code, and the final two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your grant application.

School Resource Officer: The COPS statute defines a school resource officer as a career law enforcement officer with sworn authority, deployed in community oriented policing, assigned by the employing police department or agency to work in collaboration with schools and community-based organizations to:

1. address crime and disorder problems, gangs, and drug activities affecting or occurring in or around an elementary or secondary school;
2. develop or expand crime-prevention efforts for students;
3. educate likely school-age victims in crime prevention and safety;
4. develop or expand community justice initiatives for students;
5. train students in conflict resolution, restorative justice, and crime awareness;
6. assist in the identification of physical changes in the environment that may reduce crime in or around the school; and
7. assist in developing school policy that addresses crime and recommend procedural changes.

COPS Fact Sheet

COMMUNITY ORIENTED POLICING SERVICES
U.S. DEPARTMENT OF JUSTICE

www.cops.usdoj.gov

COPS in Schools The COPS Commitment to School Safety

*"WE WANT THEM [STUDENTS] TO BE
COMFORTABLE COMING TO US WITH A
PROBLEM AND REALIZE WE'RE PEOPLE,
NOT JUST A UNIFORM."*

DETECTIVE MARK DUBOIS

SCHOOL RESOURCE OFFICER

WAYNE (NJ) POLICE DEPARTMENT

Background

The Office of Community Oriented Policing Services (COPS) has awarded over \$715 million to more than 2,600 law enforcement agencies to fund more than 6,000 school resource officers (SROs) through the COPS in Schools (CIS) Program. In addition, COPS has dedicated approximately \$21 million to training COPS-funded SROs and the school administrator in the partnering school(s) or school district(s) to work more collaboratively through the CIS program. This partnership encourages the use of community policing strategies to prevent school violence and implement educational programs to improve student and school safety.

Communities throughout the nation recognize that trained, sworn law enforcement officers assigned to schools make a difference. SROs serve in a variety of roles, including law enforcement officer, law-related educator, problem-solver, and community liaison. The SROs funded through the COPS in Schools program teach classes in crime prevention, substance abuse awareness, and gang resistance. SROs monitor and assist troubled students through mentoring programs and promote personal and social responsibility by encouraging participation in community service activities. SROs continue to build upon the respect and understanding between law enforcement and the school communities. These officers also identify physical changes in the environment that could reduce crime in and around primary and secondary schools, and help develop school policies that address criminal activity and school safety.

Training

Recipients of CIS grants are required to attend one three-day CIS training workshop sponsored by the COPS Office. Grantees must send each of the CIS SROs and one designated school official from the specific school(s) or school district(s) into which the officer(s) will be deployed to the training. The COPS Office will pay for the training, travel, lodging, and per diem up to a maximum of \$1,200 per required participant.

To advance the Administration's efforts to secure our homeland, the COPS Office will enhance our current training program to include topics on terrorism prevention, emergency response, and the critical role schools can play in community preparedness.

Program Requirements

The CIS grant program provides a maximum federal contribution of up to \$125,000 per officer position over the three-year grant period, with any remaining costs to be paid with local funds. CIS grant funding is for payment of entry-level salaries and benefits of newly-hired, additional SROs to be deployed to work in and around primary and secondary schools. Alternatively, CIS funds may be used to pay for entry-level salaries and benefits of newly-hired, additional officers who will backfill the positions of locally-funded veteran officers deployed as the CIS SROs.

Each SRO must devote at least 75 percent of his or her time (measured weekly, monthly, or annually) to work in and around primary and secondary schools, in addition to the time that agencies would have devoted to SRO functions in the absence of the CIS grant.

To be eligible under this grant program, agencies must demonstrate that they have primary law enforcement authority within the partner school(s) identified in their application and demonstrate an inability to implement this project without federal assistance.

FY 2003 Application Information

The COPS Office has approximately \$40 million available for the COPS in Schools program and plans to offer a new open solicitation in late April 2003. Check COPS Online at www.cops.usdoj.gov for the latest information.

COPS offers a variety of publications, products, and training opportunities to advance community policing and support its grant programs. COPS publications and products offer insights and experiences from others in the field addressing specific problems including:

- ✓ Problem Oriented Guides for Police: Bullying in Schools
- ✓ SchoolCOPS software and accompanying Guide to Using School COP to Address Student Discipline Problems
- ✓ COPS Innovations: Addressing School Related Crime and Disorder

COPS also sponsors training opportunities and conferences to give law enforcement professionals an opportunity to learn, network, and exchange ideas. COPS publications and training opportunities are posted at COPS Online at www.cops.usdoj.gov.

Applications for CIS will be available to download at COPS Online in late April. Downloading of applications is strongly encouraged. Applications can also be requested by calling the U.S. Department of Justice Response Center at 800.421.6770. Application kits will be mailed to interested parties as soon as they are available.

There is only one deadline, June 13, 2003, for this solicitation. All applications must be postmarked on or before that date to receive consideration. Applications postmarked after that date will not be reviewed. All grant awards are subject to the availability of funding.

Contact COPS

For more information, call the U.S. Department of Justice Response Center at 800.421.6770, or visit COPS Online at www.cops.usdoj.gov.

U.S. Department of Justice
Office of Community Oriented Policing Services
1100 Vermont Avenue, N.W.
Washington, D.C. 20530



CIS Frequently Asked Questions

FAQs

What is the COPS in Schools (CIS) retention requirement?

As part of CIS grant requirements, your agency is expected to retain all additional COPS-funded officer position(s) for at least one full local budget cycle at the conclusion of federal funding. Your agency is expected to complete and sign the Retention Plan Certification included with this application. The Retention Plan Certification must identify the planned funding source for the retention of the requested additional COPS CIS officer position(s). Your highest-ranking law enforcement and government executives must sign and date the Retention Plan Certification.

Can CIS funds be used to replace local or state funds for existing officer positions?

No. COPS in Schools funding must be used to hire new, additional sworn officer positions over and above the number of sworn positions that your agency would have funded in absence of the grant. For example, if your department has a budgeted sworn force of 10 officer positions, and funding for one additional officer position is awarded through CIS, it is required that your department maintain a minimum sworn force of 11 officers (10 existing + 1 CIS) for the life of the grant, as well as for the entire retention period. If your agency's local budget for sworn officer positions increases during the grant period, you must maintain that new increased sworn officer strength in addition to the COPS-funded positions. If a locally-funded officer leaves your agency (e.g., resignation, retirement, etc.), your department must backfill that position with a locally-funded officer pursuant to your normal procedures. If your agency is unable to maintain this total officer strength as a result of budget cuts or other circumstances, please contact the COPS Office immediately for guidance.

What is the maximum number of positions that may be requested through CIS?

The COPS Office does not impose a limit on the number of positions your department can request through a CIS application. CIS officer requests should be consistent with departmental staffing needs and resources. However, there is no guarantee that your request will be funded in full. The COPS Office has the discretion to evaluate how many positions your agency may be awarded by using factors such as your officer-to-population ratio and municipal growth rates.

Is there any requirement for the amount of time that the school resource officers must spend in and around the schools?

Yes. Under the COPS in Schools 2003 grant program, the school resource officer position(s) must spend a minimum of 75 percent of their time in and around primary and secondary schools working on youth-related activities as outlined in your Narrative Addendum and Memorandum of Understanding. It is at your department's discretion as to how you will internally track this requirement (e.g., daily, weekly, monthly or annually).

Our agency did not submit the CIS 2003 application by the final deadline. Will our application still be considered for funding even though it is past the deadline?

No. Unfortunately, applicants who do not submit a complete application package *postmarked* on or before the final June 13, 2003 deadline will not be considered for funding.

Deadline:

**Applications must be
postmarked
on or before
June 13, 2003**

**Remember to send an origi-
nal and two copies of all
application materials.**

COPS *Fact Sheet*

COMMUNITY ORIENTED POLICING SERVICES
U.S. DEPARTMENT OF JUSTICE

www.cops.usdoj.gov

Retention Requirements for COPS Funded Positions

Retention Basics

All COPS hiring and redeployment grant programs have a retention requirement.

COPS-funded positions must be retained for at least one full local budget cycle beyond the local budget year in which the federal funding concluded. The retained positions must be in addition to the number of locally funded positions that would otherwise have existed without federal funding. Consistent with the intent of the 1994 Crime Act, this requirement helps to ensure a long-term increase in the number of sworn officer and/or civilian positions serving the community. These additional positions must be retained using state, local, or other non-federal funding. You may not use attrition to meet the retention requirement.

COPS Programs Subject to the Retention Requirement

The retention requirement applies to the following COPS grants:

- Accelerated Hiring Education and Deployment (AHEAD),
- COPS in Community Prosecution Pilot Program (CICP),
- COPS in Schools (CIS) grants,
- Distressed Neighborhoods,
- Funding Accelerated for Smaller Towns (FAST),
- Making Officer Redeployment Effective (MORE),
- MCHS Initiative,
- Mental Health and Community Safety Initiative for American Indian / Alaska Native Children, Youth and Families,
- Small Communities Grant Program (SCGP),
- Tribal Hiring Renewal Grant Program,

- Tribal Resources Grant Program (TRGP), and
- Universal Hiring Program and Supplements (UHP).

Retention Agreements

When an agency applies for and accepts a COPS grant, it submits retention information on some or all of the following documents: grant application; budget summary sheets; signed grant award page; grant conditions (specifically including retention planning); annual reports; and the Retention Plan Certification form. Agencies must follow through with these plans and the grant conditions as agreed upon grant acceptance.

Retention Planning

Plans to retain COPS-funded positions must reflect a legitimate attempt by the law enforcement agency and its governing body (e.g., the city, county, town, or borough) to secure and provide resources to continue funding the additional officer and/or civilian position(s). An acceptable Retention Plan Certification must be submitted with the grant application.

The COPS statute requires agencies to plan to retain the additional COPS-funded sworn positions and civilian positions with *state or local* funding at the conclusion of federal support. Therefore, other federal funding, including but not limited to UHP, MORE, Advancing Community Policing, Local Law Enforcement Block Grants (LLEBG), COPS in Schools, or Community Development Block Grants (CDBG), may not be used to fund the retention of officer or civilian positions.

Failing to Plan for Retention

Failure to document efforts to retain COPS-funded positions, or making no efforts to retain, may result in the revocation or suspension of existing grant funds, rejection of pending applications, ineligibility for further COPS or Office of Justice Programs funding, and any other remedy the COPS Office deems appropriate. For audit purposes, records documenting retention must be available for review for up to three years after the conclusion of the grant.

As part of our monitoring efforts, COPS, the Office of the Inspector General, and other U.S. Department of Justice representatives regularly review departments' progress in retention planning. Retention planning is a condition of the grant award and is a compliance requirement. COPS will track sworn and civilian position retention following the conclusion of each grant through a variety of monitoring activities, e.g., progress reports, site visits and office-based grant reviews. If your agency currently has an active grant, COPS will confirm retention planning when it conducts a monitoring site visit or an office-based grant review.

Sample Retention Plans

Across the country, agencies are using sound fiscal management policies to retain COPS-funded staff. Most grantees are retaining through budget requests to their governing bodies. In addition, agencies have turned to innovative funding avenues such as:

- Collaborative arrangements with other state/local agencies to share the cost of positions based on assignments (e.g., school districts, public housing);
- Using funds from cost savings in other government agencies;
- Retiring municipal bonds;
- Applying for other non-federal funding sources such as state grants to support the additional COPS positions at the termination of the COPS grant;
- Using funds from parking, traffic or ordinance enforcement;
- Using asset forfeiture funds;
- Seeking law enforcement funding from private sources, including corporate and non-profit entities; and/or
- Pursuing local revenue initiatives.

This list is just a sample of the innovative approaches used to obtain funding to meet the retention requirement. The COPS Office does not recommend any one particular approach, but advises tailoring your retention plan to your community's specific circumstances.

Grant Monitoring

Retention Plans submitted to the COPS Office must include the following elements to be acceptable:

- Document co-signed by the highest ranking Law Enforcement Executive (Chief/Sheriff/Director of Public Safety, etc.) and the highest ranking Government Executive (Mayor/City Manager/Chairman of County Commission, etc.) that identifies:
- The planned sources of funding for retaining the position(s); and

Jurisdictions must submit a retention plan at the time of application. For many programs a Retention Plan Certification is required which will serve as your official retention plan. Grantee agencies must also submit these documents upon request by the COPS Office.

Financial Distress and Retention

Local fiscal and budgetary conditions cannot always be predicted. If circumstances arise which jeopardize the law enforcement agency's ability to retain, the COPS Office must be contacted immediately for a review of the retention plan and implementation efforts. The COPS Office will evaluate these situations on a case-by-case basis. Retention exemptions, are granted only in cases of severe local distress or other mitigating circumstances as deemed appropriate by the COPS Office. These exemptions are not an option and will not be considered during the pre-award phase. Exemptions to the retention plan requirement will not be considered until the last quarter of the grant period.

For More Information

For questions about the retention requirement, please contact your Grant Program Specialist by calling the U.S. Department of Justice Response Center at 800.421.6770, or by visiting COPS Online at: www.cops.usdoj.gov



COPS in Schools 2003 Budget Information

Applicant Name: Arthurville, Town of ORI Code (Assigned by FBI): MD01234

This worksheet will assist your agency in properly organizing and estimating your costs and providing the necessary details for financial review. Complete Parts I and III if you are requesting funds for full-time officer positions, Parts II and III if you are requesting part-time officer positions, and all three parts if you are requesting full and part-time officer positions. **Your agency is required to list the entry-level salary and fringe benefits for an officer position within your agency. The maximum federal funding permitted per full-time position through the CIS program is \$125,000. All budget figures should be rounded to the nearest whole dollar.**

The budget information you provide will be used to calculate your grant amount. Assistance in completing this information is available from the U.S. Department of Justice Response Center at 800.421.6770.

OMB Approval Number: 1103-0027

Part I: Complete if your agency is requesting full-time officers

Instructions:

Please indicate the Law Enforcement Agency's cost for each of the following categories. Please do not include employee contribution costs.

1. Cost Per Full-Time Officer – Year 1

Current Annual Entry-Level Base Salary \$ 33,500.00 % of base salary

Annual Fringe Benefits:

*Please refer to Part III, Question 4.

*Social Security	\$ <u>0</u> .00	%
*Medicare	\$ <u>486</u> .00	<u>1.45</u> %
Health Insurance	\$ <u>6,365</u> .00	<u>19</u> %
Life Insurance	\$ <u>0</u> .00	%
Vacation	\$ <u>0</u> .00	%
Sick Leave	\$ <u>0</u> .00	%
Retirement	\$ <u>6,030</u> .00	<u>18</u> %
*Worker's Comp.	\$ <u>1,340</u> .00	<u>4</u> %
*Unemployment Ins.	\$ <u>335</u> .00	<u>1</u> %
Other	\$ <u>0</u> .00	%
Other	\$ <u>0</u> .00	%

Total Fringe Benefits \$ 14,556.00
Total Year 1 Salary and Benefits \$ 48,056.00

Enter the base annual salary that your department currently pays a new, entry-level officer.

Cost for Social Security may not exceed 6.2%. If exempt check box here ☒

Cost for Medicare may not exceed 1.45%. If exempt check box here ☐

Costs toward health insurance coverage; please indicate if

this is for Family Coverage ☐ Yes ☒ No

Costs toward life insurance coverage.

Vacation costs, if not included in base salary. # of hours annually: _____

Sick leave costs, if not included in base salary. # of hours annually: _____

Contribution to retirement benefits.

Costs of worker's compensation. (See Part III, Question 4)

Costs of unemployment insurance. (See Part III, Question 4)

Costs of equipment, training, uniforms, vehicles and overtime are not permitted.

Sum of department fringe benefit costs for Year 1.

Year 1 base salary plus Year 1 fringe benefits.

2. Cost Per Full-Time Officer – Year 2Current Annual Entry-Level Base Salary \$ **35,580** .00 % of base salary

Annual Fringe Benefits:

*Social Security	\$ 0	.00	%
*Medicare	\$ 516	.00	%
Health Insurance	\$ 6,760	.00	%
Life Insurance	\$ 0	.00	%
Vacation	\$ 0	.00	%
Sick Leave	\$ 0	.00	%
Retirement	\$ 6,404	.00	%
*Worker's Comp.	\$ 1,423	.00	%
*Unemployment Ins.	\$ 356	.00	%
Other	\$ 0	.00	%
Other	\$ 0	.00	%

Total Fringe Benefits \$ **15,459** .00Total Year 2 Salary and Benefits \$ **51,039** .00**3. Cost Per Full-Time Officer – Year 3**Current Annual Entry-Level Base Salary \$ **37,620** .00 % of base salary

Annual Fringe Benefits:

*Social Security	\$ 0	.00	%
*Medicare	\$ 545	.00	%
Health Insurance	\$ 7,148	.00	%
Life Insurance	\$ 0	.00	%
Vacation	\$ 0	.00	%
Sick Leave	\$ 0	.00	%
Retirement	\$ 6,772	.00	%
*Worker's Comp.	\$ 1,505	.00	%
*Unemployment Ins.	\$ 376	.00	%
Other	\$ 0	.00	%
Other	\$ 0	.00	%

Total Fringe Benefits \$ **16,346** .00Total Year 3 Salary and Benefits \$ **53,966** .00

Enter the base annual salary that your department currently pays a new, entry-level officer in the second year of service.

Cost for Social Security may not exceed 6.2%. If exempt check here ☒
Cost for Medicare may not exceed 1.45%. If exempt check here ☐
Costs toward health insurance coverage; please indicate if this is for Family Coverage ☐ Yes ☒ No

Costs toward life insurance coverage.
Vacation costs, if not included in base salary. # of hours annually: _____
Sick leave costs, if not included in base salary. # of hours annually: _____
Contribution to retirement benefits.
Costs of worker's compensation. (See Part III, Question 4)
Costs of unemployment insurance. (See Part III, Question 4)
Costs of equipment, training, uniforms, vehicles and overtime are not permitted.

Sum of department fringe benefit costs for Year 2.

Year 2 base salary plus Year 2 fringe benefits.

Enter the base annual salary that your department currently pays a new, entry-level officer in the third year of service.

Cost for Social Security may not exceed 6.2%. If exempt check here ☒
Cost for Medicare may not exceed 1.45%. If exempt check here ☐
Costs toward health insurance coverage; please indicate if this is for Family Coverage ☐ Yes ☒ No

Costs toward life insurance coverage.
Vacation costs, if not included in base salary. # of hours annually: _____
Sick leave costs, if not included in base salary. # of hours annually: _____
Contribution to retirement benefits.
Costs of worker's compensation. (See Part III, Question 4)
Costs of unemployment insurance. (See Part III, Question 4)
Costs of equipment, training, uniforms, vehicles and overtime are not permitted.

Sum of department fringe benefit costs for Year 3.

Year 3 base salary plus Year 3 fringe benefits.

PART II: Complete if your agency is requesting part-time officers

Note: There is a funding cap for part-time officers in proportion to the number of hours worked (e.g., 20 hours/40 hour week = .5 full-time equivalent officer. Part-time federal share cap = $0.5 \times \$125,000$ (maximum allowed) = \$62,500).

- 1. Part-time Hours:** What is the average number of hours per week that your part-time COPS officer will work? **15**
 How many hours per week is considered full-time employment? **40**
 What is the average number of hours per year that your part-time COPS officer will work? **780**
 What is the hourly rate for the part-time COPS officer? **\$12.35**
 Multiply the hourly rate by the average number of hours per year that the part-time COPS officer will work, and enter this amount below on the base salary line (A).

2. Cost Per Part-Time Officer – Year 1Current Annual Entry-Level Base Salary (A) \$ **9,633** .00 % of base salary

Enter the base annual salary that your department currently pays a new, entry-level part-time officer.

Annual Fringe Benefits:

* Please refer to Part III, Question 4.

*Social Security	\$ 0 .00	%
*Medicare	\$ 140 .00	1.45 %
Health Insurance	\$ _____ .00	%
Life Insurance	\$ 0 .00	%
Vacation	\$ 0 .00	%
Sick Leave	\$ 0 .00	%
Retirement	\$ 1,156 .00	12 %
*Worker's Comp.	\$ 193 .00	2 %
*Unemployment Ins.	\$ _____ .00	%
Other _____	\$ 0 .00	%
Other _____	\$ 0 .00	%

Cost for Social Security may not exceed 6.2%. If exempt check here ☒Cost for Medicare may not exceed 1.45%. If exempt check here ☐

Costs toward health insurance coverage; please indicate if this

is for **Family Coverage** ☐ Yes ☐ No

Costs toward life insurance coverage.

Vacation costs, if not included in base salary. # of hours annually: _____

Sick leave costs, if not included in base salary. # of hours annually: _____

Contribution to retirement benefits.

Costs of worker's compensation. (See Part III, Question 4)

Costs of unemployment insurance. (See Part III, Question 4)

Costs of equipment, training, uniforms, vehicles and overtime are not permitted.

Total Fringe Benefits \$ **1,489** .00 Sum of department fringe benefit costs for Year 1.Total Year 1 Salary and Benefits \$ **11,122** .00 Year 1 base salary plus Year 1 fringe benefits.

3. Cost Per Part-Time Officer – Year 2Current Annual Entry-Level Base Salary (A) \$ 10,105 .00 % of base salary

Annual Fringe Benefits:

*Social Security	\$ <u>0</u> .00	%
*Medicare	\$ <u>147</u> .00	<u>1.45</u> %
Health Insurance	\$ <u>0</u> .00	%
Life Insurance	\$ <u>0</u> .00	%
Vacation	\$ <u>0</u> .00	%
Sick Leave	\$ <u>0</u> .00	%
Retirement	\$ <u>1,213</u> .00	<u>12</u> %
*Worker's Comp.	\$ <u>202</u> .00	<u>2</u> %
*Unemployment Ins.	\$ <u>0</u> .00	%
Other	\$ <u>0</u> .00	%
Other	\$ <u>0</u> .00	%

Total Fringe Benefits

\$ 1,562 .00**Total Year 2 Salary and Benefits**\$ 11,667 .00**4. Cost Per Part-Time Officer – Year 3**Current Annual Entry-Level Base Salary (A) \$ 10,500 .00 % of base salary

Annual Fringe Benefits:

*Social Security	\$ <u>0</u> .00	%
*Medicare	\$ <u>152</u> .00	<u>1.45</u> %
Health Insurance	\$ <u>0</u> .00	%
Life Insurance	\$ <u>0</u> .00	%
Vacation	\$ <u>0</u> .00	%
Sick Leave	\$ <u>0</u> .00	%
Retirement	\$ <u>1,260</u> .00	<u>12</u> %
*Worker's Comp.	\$ <u>210</u> .00	<u>2</u> %
*Unemployment Ins.	\$ <u>0</u> .00	%
Other	\$ <u>0</u> .00	%
Other	\$ <u>0</u> .00	%

Total Fringe Benefits

\$ 1,622 .00**Total Year 3 Salary and Benefits**\$ 12,122 .00

Enter the base annual salary that your department currently pays a new, entry-level part-time officer in their second year.

Cost for Social Security may not exceed 6.2%. If exempt check here ☒Cost for Medicare may not exceed 1.45%. If exempt check here ☐Costs toward health insurance coverage; please indicate if this is for **Family Coverage** ☐ Yes ☐ No

Costs toward life insurance coverage.

Vacation costs, if not included in base salary. # of hours annually: _____

Sick leave costs, if not included in base salary. # of hours annually: _____

Contribution to retirement benefits.

Costs of worker's compensation. (See Part III, Question 4)

Costs of unemployment insurance. (See Part III, Question 4)

Costs of equipment, training, uniforms, vehicles and overtime are not permitted.

Sum of department fringe benefit costs for Year 2.

Year 2 base salary plus Year 2 fringe benefits

Enter the base annual salary that your department currently pays a new, entry-level part-time officer in their third year.

Cost for Social Security may not exceed 6.2%. If exempt check here ☒Cost for Medicare may not exceed 1.45%. If exempt check here ☐Costs toward health insurance coverage; please indicate if this is for **Family Coverage** ☐ Yes ☐ No

Costs toward life insurance coverage.

Vacation costs, if not included in base salary. # of hours annually: _____

Sick leave costs, if not included in base salary. # of hours annually: _____

Contribution to retirement benefits.

Costs of worker's compensation. (See Part III, Question 4)

Costs of unemployment insurance. (See Part III, Question 4)

Costs of equipment, training, uniforms, vehicles and overtime are not permitted.

Sum of department fringe benefit costs for Year 3.

Year 3 base salary plus Year 3 fringe benefits.

PART III- Budget Summary (All applicants must complete this section)

After completing Part I and/or Part II of this form, answer the following questions. If necessary, attach an explanation of how you computed salaries and benefits for the worksheet. Be sure to answer **EVERY** question. Missing or erroneous information could significantly delay the review of your agency's COPS in Schools request.

1. If your department's second and third-year costs for salaries and/or fringe benefits are greater than the first year, check the reason(s) why in the space below:

☒ Cost of living adjustment (COLA) ☐ Step raises ☐ Changes in benefit costs ☐ Other (attach an explanation)

2. Many state and municipal agencies that receive federal grants are required to have audits of those grants forwarded to a single federal agency (e.g., Justice, HUD, HHS, Transportation, etc.). Please do not enter state or local auditor information. The single federal agency where such audits are sent is known as your "Cognizant Federal Agency." Please enter the name of your Cognizant Federal Agency (typically the federal agency that provides your department with the most federal funding) in the space provided. If your department does not receive federal funds, enter "U.S. Department of Justice."

U.S. Department of Justice

3. Starting date of your fiscal year: 01 / 01 / 2003 Ending date: 12 / 31 / 2003
Month Day Year Month Day Year

4. *IF NO FUNDS WERE BUDGETED FOR 1) SOCIAL SECURITY, 2) MEDICARE, 3) WORKER'S COMPENSATION, AND/OR 4) UNEMPLOYMENT INSURANCE, YOUR AGENCY MUST PROVIDE AN EXPLANATION FOR EACH OMISSION BELOW:

Our agency is exempt from Social Security for both full-time and part-time officers. Therefore, Social Security is not applicable. Our agency is also exempt from paying unemployment for part-time officers.

Applicant Legal Name: Arthurville, Town of ORI (Assigned by FBI): M D 0 1 2 3 4

5. Please complete the following 3-year projection, showing how the federal share and your local matching share (if applicable) will change year by year for one officer. If your total 3-year project cost per officer is \$125,000 or less, you do not have a local match. However, if your total 3-year project cost per officer is greater than \$125,000, then your local match is the difference between the total project cost and \$125,000. If a local match is required, the federal share for the total salary and benefits must decrease each year leading to full local funding. In contrast, your local match must increase each year. The percentage of one officer's salary and benefits paid with federal funds must be less in Year 2 than in Year 1, and less in Year 3 than in Year 2. In contrast, the percentage of total officers' salaries and benefits paid with local funds must be more in Year 2 than in Year 1, and more in Year 3 than in Year 2.

**Three-year salary and benefit costs per full-time position	YEAR 1	YEAR 2	YEAR 3	TOTAL – 3 YEARS
Federal Amount *The Federal Share may not exceed \$125,000 (Percentage must decrease each year)	\$ 45,000 ____.00	\$ 42,000 ____.00	\$ 38,000 ____.00	\$ 125,000 ____.00
Local Amount (if applicable) (Percentage must increase each year)	\$ 3,056 ____.00	\$ 9,039 ____.00	\$ 15,966 ____.00	\$ 28,061 ____.00
Total Salary & Benefits (Federal Amount plus Local Amount)	\$ 48,056 ____.00	\$ 51,039 ____.00	\$ 53,966 ____.00	\$ 153,061 ____.00

**Three-year salary and benefit costs per part-time position	YEAR 1	YEAR 2	YEAR 3	TOTAL – 3 YEARS
Federal Amount (Percentage must decrease each year)	\$ 11,122 ____.00	\$ 11,667 ____.00	\$ 12,122 ____.00	\$ 34,911 ____.00
Local Amount (if applicable) (Percentage must increase each year)	\$ 0 ____.00	\$ 0 ____.00	\$ 0 ____.00	\$ 0 ____.00
Total Salary & Benefits (Federal Amount plus Local Amount)	\$ 11,122 ____.00	\$ 11,667 ____.00	\$ 12,122 ____.00	\$ 34,911 ____.00

Certification and Contact Information for Budget Questions

The undersigned attests to the accuracy of the budget information provided in this worksheet.

I certify that the information provided on this form is true and accurate to the best of my knowledge:

Authorized Official's Typed Name: _____ Title: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

Intergovernmental Review Process, Points of Contact by State

Executive Order 12372 requires applicants from state and local units of government, or other organizations or individuals providing service within a state, to submit a copy of the application to the state Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Before the application due date, you must contact your state SPOC to find out if this program has been selected for review and comply with the state's process under Executive Order 12372.

Whether or not your SPOC requests a copy of your application, the original signed application and two copies should be returned to the COPS Office.

The Catalog of Federal Domestic Assistance reference for this program is number 16.710 "Public Safety and Community Policing Grants."

A current list of state SPOCs is set forth below. States that are not listed have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC.

Tracy L. Copeland **Arkansas**
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 W. 7th St., Room 412
Little Rock, Arkansas 72203
Telephone: (501) 682-1074
Fax: (501) 682-5206
tlcopeland@dfa.state.ar.us

Grants Coordination **California**
State Clearinghouse
Office of Planning and Research
P.O. Box 3044, Room 222
Sacramento, California 95812-3044
Telephone: (916) 445-0613
Fax: (916) 323-3018
state.clearinghouse@opr.ca.gov

Charles H. Hopkins **Delaware**
Executive Department
Office of the Budget
540 S. Dupont Highway, 3rd Floor
Dover, Delaware 19901
Telephone: (302) 739-3323
Fax: (302) 739-5661
chopkins@state.de.us

Luisa Montero-Diaz
Office of Partnerships and Grants Development
Executive Office of the Mayor
District of Columbia Government
441 4th Street, N.W., Suite 530 South
Washington, D.C. 20001
Telephone: (202) 727-8900
Fax: (202) 727-1652
opgd.eom@dc.gov

District of Columbia

Jasmin Raffington
Florida State Clearinghouse
Department of Community Affairs
2555 Shumard Oak Blvd.
Tallahassee, Florida 32399-2100
Telephone: (850) 922-5438
Fax: (850) 414-0479
clearinghouse@dca.state.fl.us

Florida

Georgia State Clearinghouse
270 Washington Street, S.W.
Atlanta, Georgia 30334
Telephone: (404) 656-3855
Fax: (404) 656-7901
gach@mail.opb.state.ga.us

Georgia

Virginia Bova
Department of Commerce and Community Affairs
James R. Thompson Center
100 West Randolph, Suite 3-400
Chicago, Illinois 60601
Telephone: (312) 814-6028
Fax (312) 814-8485
vbova@commerce.state.il.us

Illinois

Steven R. McCann
Division of Community and Rural Development
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, Iowa 50309
Telephone: (515) 242-4719
Fax: (515) 242-4809
steve.mccann@ided.state.ia.us

Iowa

Ron Cook
Department for Local Government
1024 Capital Center Drive, Suite 340
Frankfort, Kentucky 40601
Telephone: (502) 573-2382
Fax: (502) 573-2512
ron.cook@mail.state.ky.us

Kentucky

Joyce Benson
State Planning Office
184 State Street
38 State House Station
Augusta, Maine 04333
Telephone: (207) 287-3261
(207) 287-1461 (direct)
Fax: (207) 287-6489
joyce.benson@state.me.us

Maine

Linda Janey
Manager, Clearinghouse and Plan Review Unit
Maryland Office of Planning
301 West Preston Street - Room 1104
Baltimore, Maryland 21201-2305
Telephone: (410) 767-4490
Fax: (410) 767-4480
linda@mail.op.state.md.us

Maryland

Richard Pfaff
Southeast Michigan Council of Governments
535 Griswold, Suite 300
Detroit, Michigan 48226
Telephone: (313) 961-4266
Fax: (313) 961-4869
pfaff@semcog.org

Michigan

Cathy Mallette
Clearinghouse Officer
Department of Finance and Administration
1301 Woolfolk Building, Suite E
501 North West Street
Jackson, Mississippi 39201
Telephone: (601) 359-6762
Fax: (601) 359-6758

Mississippi

Angela Boessen
Federal Assistance Clearinghouse
Office of Administration
P.O. Box 809
Truman Building, Room 840
Jefferson City, Missouri 65102
Telephone: (573) 751-4834
Fax: (573) 522-4395
igr@mail.oa.state.mo

Missouri

Heather Elliott
Department of Administration
State Clearinghouse
209 E. Musser Street, Room 200
Carson City, Nevada 89701
Telephone: (775) 684-0209
Fax: (775) 684-0260
helliott@govmail.state.nv.us

Nevada

Jeffrey H. Taylor
Director
New Hampshire Office of State Planning
Attn: Intergovernmental Review Process
Mike Blake
2-1/2 Beacon Street
Concord, New Hampshire 03301
Telephone: (603) 271-2155
Fax: (603) 271-1728
jtaylor@osp.state.nh.us

New Hampshire

Ken Hughes
Local Government Division
Room 201 Bataan Memorial Building
Santa Fe, New Mexico 87503
Telephone: (505) 827-4370
Fax: (505) 827-4948
khughes@dfa.state.nm.us

New Mexico

Jeanette Furney
Department of Administration
1302 Mail Service Center
Raleigh, North Carolina 27699-1302
Telephone: (919) 807-2323
Fax: (919) 733-9571
jeanette.furney@ncmail.net

North Carolina

Jim Boyd
Division of Community Services
600 East Boulevard Ave. Dept 105
Bismarck, North Dakota 58505-0170
Telephone: (701) 328-2094
Fax: (701) 328-2308
jboyd@state.nd.us

North Dakota

Kevin Nelson
Department of Administration
Statewide Planning Program
One Capitol Hill
Providence, Rhode Island 02908-5870
Telephone: (401) 222-2093
Fax: (401) 222-2083
knelson@doa.state.ri.us

Rhode Island

Omeagia Burgess
Budget and Control Board
Office of State Budget
1122 Ladies Street, 12th Floor
Columbia, South Carolina 29201
Telephone: (803) 734-0494
Fax: (803) 734-0645
aburgess@budget.state.sc.us

South Carolina

Denise S. Francis
Director, State Grants Team
Governor's Office of Budget and Planning
P.O. Box 12428
Austin, Texas 78711
Telephone: (512) 305-9415
Fax: (512) 936-2681
dfrancis@governor.state.tx.us

Texas

Carolyn Wright
Utah State Clearinghouse
Governor's Office of Planning and Budget
State Capitol, Room 114
Salt Lake City, Utah 84114
Telephone: (801) 538-1535
Fax: (801) 538-1547
cwright@gov.state.ut.us

Utah

Fred Cutlip, Director
Community Development Division
West Virginia Development Office
Building #6, Room 553
Charleston, West Virginia 25305
Telephone: (304) 558-4010
Fax: (304) 558-3248
fcutlip@wvdo.org

West Virginia

Jeff Smith
Section Chief, Federal/State Relations
Wisconsin Department of Administration
101 East Wilson Street - 6th Floor
P.O. Box 7868
Madison, Wisconsin 53707
Telephone: (608) 266-0267
Fax: (608) 267-6931
jeffrey.smith@doa.state.wi.us

Wisconsin

Territories:

Pat M. Galea'i
Federal Grants/Programs Coordinator
Office of Federal Programs
Office of the Governor/Department of Commerce
American Samoa Government
Pago Pago, American Samoa 96799
Telephone: (684) 633-5155
Fax: (684) 633-4195
pmgaleai@samoatelco.com

American Samoa

Director
Bureau of Budget and Management Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910
Telephone: 011-671-472-2285
Fax: 011-472-2825
jer@ns.gov.gu

Guam

Ms. Jacoba T. Seman
Federal Programs Coordinator
Office of Management and Budget
Office of the Governor
Saipan, M.P. 96950
Telephone: (670) 664-2289
Fax: (670) 664-2272
omb.jseman@saipan.com

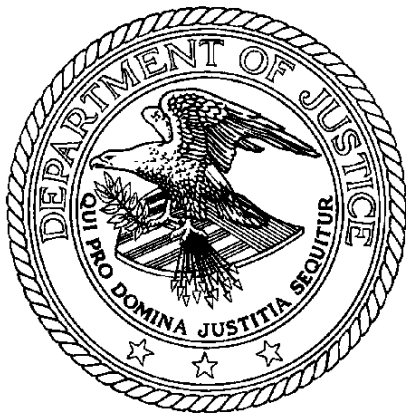
Northern Mariana Islands

Jose Caballero / Mayra Silva
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, Puerto Rico 00940-1119
Telephone: (787) 723-6190
Fax: (787) 722-6783

Puerto Rico

Ira Mills
Director, Office of Management and Budget
#41 Norre Gade Emancipation Garden Station, Second Floor
Saint Thomas, Virgin Islands 00802
Telephone: (340) 774-0750
Fax: (340) 776-0069
irmills@usvi.org

Virgin Islands



FOR MORE INFORMATION:

U.S. Department of Justice
Office of Community Oriented Policing Services
1100 Vermont Avenue, N.W.
Washington, D.C. 20530

To obtain details on COPS programs, call the
U.S. Department of Justice Response Center at 800.421.6770

Visit COPS Online at the address listed below.

e04031919_appinst2

Created Date: April 16, 2003



www.cops.usdoj.gov